Requirements for Filing an Appeal of an Administrative Decision

Filing and Meeting dates are available at the Area Plan Commission Office and the Wells County Area Plan Commission Web Site (http://www.wellscounty.org/apc.htm)

Copies of the Wells County Zoning Ordinance and Wells County Subdivision Control Ordinance are available for purchase at the Wells County Area Plan Commission Office or may be viewed and printed online at the Wells County Area Plan Commission Web Site (http://www.wellscounty.org/apc.htm)

1) Fees
   a. Filing Fee $60.00 (payable to the Wells County Area Plan Commission)
   b. Sign Fee $15.00 (payable to the Wells County Area Plan Commission)
   c. Legal Ad Fee $114.00 (payable to the Bluffton News Banner)

2) Filing
   a. This petition to Appeal an Administrative Decision will be heard at the next available public meeting of the Wells County Board of Zoning Appeals. (Restriction on hearings based on legal ad requirements.
   b. Filled Out and Signed Petition and Findings of Fact and Ruling Document
   c. If petition is not signed by legal owner(s) then applicable Power of Attorney, Trust documents, and/or death certificate(s) are required.

* All Fees Are Not Refundable
* As A Petitioner You Are Responsible For Reviewing The Wells County Zoning Ordinance And Subdivision Control Ordinance Requirements For Your Appeal. The Area Plan Commission Office Staff Will Be Available To Answer Any Questions You May Have.
* A COMPLETE FILING DOES NOT GUARANTEE APPROVAL.
Wells County Board of Zoning Appeals
Appeal of an Administrative Decision
Filing Form and Findings of Fact and Ruling Document

Filing Form

Appellant’s Name: ____________________________________________________________

Address: ___________________________ City: ___________ State: ____ Zip: ______

Phone #: ___________________________ E-Mail: ________________________________

Findings of Fact and Ruling Document

PETITION FOR APPEAL OF AN ADMINISTRATIVE DECISION:

APPELLANT (Petitioner):

LOCATED AT:

DESCRIPTION:

CURRENT ZONING CLASSIFICATION:

PROPOSED APPEAL “Petition”:

PRINT DATE:

Comes now the Board of Zoning Appeals and in support of granting “Petitioner’s” Petition for an Appeal of an Administrative Decision makes the following Findings of Fact, to wit:

“Petitioner” filed a Petition for an Appeal of an Administrative Decision as to the following described real estate located in ____________ Township, Wells County, Indiana; more particularly described on Exhibit A attached hereto.

The sign as required by the Plan Commission has been duly posted in accordance with the Rules of Procedure of the Plan Commission more than fourteen days prior to the Plan Commission hearing.

On ____________, the Board of Zoning Appeals conducted a hearing on the Petition in accordance with the Rules of Procedure of the Board of Zoning Appeals and the following evidence was heard.

APPEAL REASON:

To Be Filled Out By the Petitioner or Petitioner’s Agent

To Be Filled Out By the Petitioner

Signature Date Signature Date

To Be Filled Out By the Area Plan Commission Office

Signature Date Signature Date
Wherefore, based upon the above findings of fact and upon the Motion of ____________, duly seconded by ____________, the Petition for an Appeal of an Administrative Decision by “Petitioner” is hereby granted by a vote of ______in favor and ______opposed.

Granted this ____day of ________, ________.

______________________________
Board of Zoning Appeals President

______________________________
Board of Zoning Appeals Secretary